

Fairfax County Personnel Requisition

9-1-1 Operator

Control (Requisition) Number	10-0124
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Criminal Background Check Required	Y
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Credit History Check Required	N
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CPS Check Required	N
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Job Description	
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This position is located at the McConnell Public Safety and Transportation Operations Center at 4890 Alliance Drive, Fairfax, which is near West Ox Road (VA 608)/Lee Highway (US 29)/Fairfax County Parkway (VA 7100) & I-66. This announcement is to create a certified list of qualified applicants eligible for consideration to fill these positions. There will be multiple positions filled from this announcement. This recruitment is for May 10, 2010 for the next DPSC training Academy class. This is a highly responsible and rewarding public safety position. Employees work an assigned 12.5-hour shift, either 6:30 a.m. to 7:00 p.m. or 6:30 p.m. to 7:00 a.m. on scheduled days of the week. Employees are scheduled off every other weekend (Friday through Sunday), and work approximately 177 days per year. During the Academy training period, the individual will work an 8-hour day or evening shift depending on class assigned. During the Academy and OJT training period of approximately six months, employees are restricted from additional outside employment or take other classes unless assigned by the agency. Receives and processes 9-1-1 emergency and non-emergency calls from the public using a specialized telephone system. Gathers, classifies and supplements pertinent information obtained from the caller and enters it into the computer aided dispatch (CAD) system. Provides emergency medical dispatch (EMD)/pre-arrival instruction (PAI) on request for medical assistance. Operates a CAD console equipped with multiple computer terminals, including mapping and a radio console with multiple radio channels to dispatch police and fire-rescue units. Monitors and controls a large number of public safety resources throughout Fairfax County. Queries and enters information (e.g., stolen articles, wanted persons, missing persons) from the Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC) data files.

Preferred Qualifications	
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Associate's or Bachelor's degree. Applicants should possess a strong work ethic and the ability to work in a fast-paced and rapidly changing environment. Requires excellent decision making, resource allocation, prioritizing and deployment skills. Applicants interested in public safety communications as a career choice who enjoy

	working in a team environment are encouraged to apply to work in one of the finest 9-1-1 public safety communications centers in the nation.
Preferred Hardware/Software Requirements	none
Necessary Special Requirements	none
Selection Procedure	Panel Interview
Selection Procedure, Other Explanation	All applicants must satisfactorily pass the following requirements: computer-based simulation test, organizational compatibility test, panel interview, polygraph examination, and background investigation. Must be able to perform essential job functions, hearing and speaking clearly. Must have never committed, been involved in, or been convicted of a felony.
Proposed Method of Filling	Open (Open to general public and County employees)
Lateral Transfer, Reclassification, Demotion, or Acting Capacity Promotion	
Name	
SSN	
Effective Date of Appointment	
Certification Information	
Proposed Method of Filling, Other Explanation	
Length of Announcement	Announce as Open Until Filled
Length of Announcement, Other Explanation	
Outside Ad Placement	No Additional Ad Required